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Foreign Service Careers

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Foreign Service Careers

Department of State.

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U.S. Information Agency.

AN EQUAL OPPORTUNITY EMPLOYER
United States Department of State
United States Information Agency
United States Department of Commerce

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Foreign Service Careers

A Foreign Service Career? Challenging, Important Work, Variety, the Chance To Grow, and the Pride and Satisfaction of Representing America Abroad.

If you are looking for this very special type of career satisfaction and think you can shoulder some of the responsibilities that come with the rewards, you may be a candidate for the Foreign Service of the United States of America.

What is the Foreign Service? The Foreign Service of the United States is America's Diplomatic, Consular, Commercial, and Overseas Cultural and Information Service.

It assists the President and the Secretary of State in planning, conducting, and implementing our foreign policy at home and abroad. Some 4,000 Foreign Service Officers (FSO's) of the Department of State serve as administrative, consular, economic, and political officers in more than 230 U.S. Embassies and Consulates in over 140 nations, in Washington, D.C., and with other Government Agencies. Some 850 Foreign Service Officers of the United States Information Agency (USIA) serve abroad as public affairs, information, and cultural affairs officers, at USIA's headquarters in Washington, and elsewhere in government. The Foreign Commercial Service has some 165 officers serving abroad and in Washington, D.C. Some 3,500 Foreign Service Specialists serve as secretaries, communications technicians, financial and personnel managers, physicians and nurses, and in other fields of expertise needed to meet Foreign Service responsibilities around the world.

A Foreign Service career is more than a job. It involves uncommon commitments and occasional hardships, as well as unique rewards and opportunities. A decision to enter this career must involve unusual motivation and a firm dedication to public service. Foreign Service personnel are committed to support U.S. policy publicly, whatever their private views. The Foreign Service is a mobile profession. Personnel must agree to serve at any U.S. diplomatic or consular post abroad, or in any domestic position, according to the needs of the Foreign Service. Personnel spend an average of 60% of their careers abroad, moving at 2- to 4-year intervals. This imposed mobility presents challenges to family life and raising children not found in more settled careers. Many overseas posts are in small or remote countries where harsh climates, health hazards, and other discomforts exist, and where American-style amenities frequently are un-

A recent Department of State Foreign Service Officer class, together with Ambassador Stephen Low, Director of the Foreign Service Institute (seated, center).

available. Overseas service may also involve security risks to personnel and their families.

However, careers in the Foreign Service offer special rewards too: the pride and satisfaction of representing the United States and protecting American interests abroad; the challenge of working in a demanding, competitive, action-oriented profession; opportunities for change and growth; contact with stimulating American and foreign colleagues in government, business, the press, and other professions; frequent travel; and the enriching cultural and social experience of living abroad.

This Booklet and Future Changes

This booklet describes careers as Foreign Service Officers (FSO's) of the Department of State, the Department of Commerce, and the United States Information Agency, and as Foreign Service Specialists. It describes the competitive process for selection of FSO Career Candidates through the traditional annual Foreign Service written examination and special recruitment programs which seek minority and women candidates for Foreign Service positions.

The Foreign Service Act of 1980 became effective on February 15, 1981, and its provisions are reflected in this booklet. All information contained in this booklet is current as of publication, but policies stated herein remain subject to change.

Political counselor Robert Montgomery in front of the Canadian Parliament across the street from the American Embassy in Ottawa, Canada.

Foreign Service Officers

PROFILE OF ENTRY LEVEL FOREIGN SERVICE OFFICER CAREER CANDIDATES

Entry level Officer Career Candidates typically enter the Foreign Service in Class 6 or 5. Recent candidates have ranged in age from the early twenties to the middle fifties, with a median age around 31. Of those officers recently appointed, some 54% had masters degrees, 11% had law degrees, and 6% had Ph.D.'s. Many have some years of professional work experience as well. All have keen awareness of the significance of current events and trends, breadth of knowledge of domestic and international affairs, and a wide range of interests. Some 45% of the recently appointed Officer Career Candidates possessed acceptable skills in at least one foreign language; 7% qualified in two or more foreign languages. The principal areas of study of these officers included international relations, political science, history, economics, foreign languages, English/American literature, and law.

THE WORK—THE DEPARTMENT OF STATE

What do Foreign Service Officers do? For centuries, maintaining relationships between nations through the exchange of representatives has been the first task of diplomacy. Foreign Service work is on the frontline of the process by which nations establish and maintain official contact with one another in pursuing their respective goals, objectives, interests, and policies. It embraces the making, implementation, and support of foreign policy at all levels, in Washington and abroad. It involves the functions of representation; administering our overseas establishments; caring for the interests of Americans abroad; and reporting, communicating, and negotiating on political, economic, consular, and administrative affairs.

Today's Foreign Service Officer must continue to excel in carrying out these nation-to-nation responsibilities but also is called upon to do much more. The growth in the number and importance of international organizations brings new demands for competence in multilateral diplomacy. Hand-in-hand with this development is the growing importance of a range of increasingly technical issues which are global rather than primarily bilateral in nature and which require new skills and better insights into the foreign policy implications of such areas as science and technology, narcotics, and refugee affairs.

And today a significant portion of a Foreign Service Officer's career will be served in Washington, D.C., participating in the complex process by which national policy is made and supported.

At home and abroad, Foreign Service Officers of the Department of State carry out responsibilities in these main career areas: administrative, consular, economic, and political.

Administrative Affairs

One administrative officer puts it this way: "If you are a doer or manager, this is the place to be. . . . We need innovators. In the administrative field, if you come up with an imaginative approach, you stand an excellent chance of selling it."

Overseas, administrative officers are responsible for the support operations of U.S. Embassies and Consulates, where a misunderstanding or a missed deadline can have serious consequences and where skillful, sympathetic management is vital to efficiency and morale. On Washington assignments they hold administrative jobs in the geographic or functional bureaus of the Department and provide support and guidance for overseas operations.

Administrative officers abroad are usually given more responsibility earlier in their careers than those in other fields. Junior officers often run their own sections in smaller posts. A senior officer might be responsible for hundreds of employees, a large Embassy complex, and the needs of many different U.S. Government Agencies.

Administrative officers perform six main categories of work:

—**Budget and Fiscal**. Financial and budget planning, determining priorities with limited resources and competing demands.

—**General Services**. Responsibility for maintenance of property, procurement of supplies, negotiating leases and contracts for housing and buildings, and making travel, transportation, and shipping arrangements.

—**Personnel**. Processing assignments, providing counseling, taking part in labor-management negotiations, and administering the foreign national personnel program.

—**Security**. Maintaining the physical security of Embassies and Consulates.

—**Communications**. Operating telecommunications and pouch/mail facilities.

—**Information Systems**. Operating and maintaining word processing and computer systems.

USIA Assistant Information Officer Daryl Daniels helps schoolboys review an English lesson in Moustapha Kamel Village in Cairo, Egypt.

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One of the attractions of administrative work is its variety. Administration might involve coordinating an overseas trip by the President, Vice President, or Secretary of State; escorting and making arrangements for a congressional delegation; developing computer techniques for information and communications systems or financial and management services; preparing a budget submission to Congress; negotiating with foreign customs officials; or preparing an emergency evacuation plan.

Consular Affairs

Consular officers work closely with the public and make decisions affecting the lives of many people. They must combine the skills of the diplomat, social worker, manager, lawyer, and judge. They must be sensitive to people and foreign cultures, service oriented, tactful, and humane. They also must be wise and decisive in making dozens of tough decisions daily, some of which may have major foreign policy and legal implications. Many consular matters are governed by U.S. laws and regulations which can be analyzed and interpreted, but consular officers frequently are called on to solve knotty problems without much guidance or precedent. They often work without direct supervision and must have the flexibility to work under pressure, occasionally handling heavy loads of casework.

Consular officers abroad, who have more constant contact with foreign citizens than other American officials, also work closely with foreign government officials, and they depend heavily on their foreign language skills. At the junior level, Foreign Service consular officers abroad often gain management experience by supervising foreign national employees. At more senior levels, especially in big consular sections, consular officers have broad management responsibilities. In policy terms, consular officers are concerned with the movements of people. In service terms, the daily work focuses on visas for foreigners and assistance to fellow Americans overseas.

Issuing visas in accordance with the U.S. Immigration and Nationality Act is a principal consular duty. Owing to the tremendous pressure for access to the United States that exists in many foreign countries, visa issuance often is also a major bilateral political issue. Granting or denying a visa, which is a preliminary finding of eligibility to enter the United States as a visitor or immigrant, is a very important decision—for the applicant, for the United States, and for U.S. foreign policy.

For American travelers and residents abroad, the U.S. Consulate represents America away from home in time of need. Consular officers help Americans in serious accidents or emergencies, assist those in foreign jails to assure them equal treatment with nationals of the country, help locate lost relatives, and arrange for the sick or destitute to get home.

Consul General John Eddy, with an Arab official and the official's two sons, in Dhahran, Saudi Arabia.

Consular officers also provide documentation services such as issuing birth certificates to U.S. citizens, registering absentee voters, performing notarials, and taking testimony for U.S. courts. They assist American shipping and sailors, and they help Americans abroad who receive Federal benefits such as social security and veterans' payments. Consular officers also issue passports and handle questions relating to citizenship.

In Washington, D.C., consular officers serve throughout the Department, including the Bureau of Consular Affairs, where they backstop consular officers abroad, help resolve complex cases of consular policy, and deal with Congress, interest groups, and the public on problems of common concern.

As one consular officer said: "Being a consul has met my criteria for joining the Foreign Service—challenging, responsible work in a fascinating environ-

ment with the opportunity to grow as a person and to serve others. I wouldn't trade it—at least not on most days."

Economic Affairs

Today, the economic dimensions of foreign policy are immense and often of controlling importance. The growing indivisibility of domestic and international economics and the complexity of America's stake in international trade, finance, business, and development have brought new challenges to the Foreign Service.

In Washington, D.C., economic officers are concerned with issues involving trade, investment and monetary matters, and energy. They also deal with economic development, aviation, transportation, food, and maritime matters. In all these areas they work in conjunction with other U.S. Government Agencies concerned with national and international economic policies and with foreign embassies.

Abroad, economic officers analyze and report on key economic trends and events which affect U.S. interests. They gather and interpret data, present U.S. economic positions to foreign officials, and negotiate agreements, both bilaterally and multilaterally. They keep in close touch with foreign business representatives, bankers, economists, and politicians. They also maintain close ties with American investors and exporters to represent their interests on economic policy issues. In addition to knowing economics, they must be politically and culturally perceptive, skillful in drafting, and flexible.

Economic work is enormously varied. For example, officers might monitor oil and gas production and prices, seek foreign government support for a U.S. economic initiative at the United Nations, or report on a foreign nation's balance of payments. They might analyze the local or international steel or textile industry or steer a key U.S. policy through the Washington bureaucracy. An officer might also serve as a science attaché at an Embassy, advising the Ambassador on key issues which have a high scientific or technological component, such as nuclear nonproliferation, population growth, or environmental cooperation.

Commenting on her work, one economic officer said: "It combines theoretical economics, political analysis, and getting things done. You are involved in both theory and action, and that is what I like." Another officer put it this way: "I know of no other work where a young economist can be exposed to such a wide range of problems, have access to so much information, and deal with so many different situations."

Political Affairs

Political officers analyze and report on political matters that affect U.S. interests. They convey U.S. Government views on political issues to foreign officials, negotiate agreements, and maintain close contact with political and labor leaders, third-country diplomats, and others of influence.

In Washington, D.C., political officers often work in offices specializing in the affairs of particular countries or regions. They analyze reports from overseas staff, prepare guidance for U.S. Embassies, and brief senior Department of State officials. They work closely with other U.S. Government Agencies and with foreign embassies in Washington.

Political work requires an ability to report and interpret events and trends in a variety of cultures and political systems. Officers must persevere in a field in which visible results are not always immediately apparent. They must also be able to communicate rapid-

Ambassador Myles R.R. Frechette presents a Meritorious Honor and Cash Award to Janean L. Mann, right, Political Officer, for her reporting during the April 1984 attempted coup d'etat in Cameroon.

Ambassador Robert E. Fritts dances at the swearing-in of a new group of Peace Corps Volunteers in Accra, Ghana.

ly and concisely, and be flexible in handling diverse responsibilities, especially at smaller posts. Some political officers have more specialized duties. Those who qualify may become area specialists, knowledgeable about the language, history, culture, and politics of a nation or region, such as the Soviet Union or Latin America. Many political officers also serve in the labor attaché program abroad and in Washington as international labor experts. Political officers, as well as economic officers, may also serve as science attachés abroad or in science and technology-related positions in the Department.

A typical week for a political officer overseas might include reporting on a foreign election or change of government, seeking support for a U.S. foreign policy initiative, analyzing a border dispute, briefing and suggesting remarks for a visiting senior U.S. official, and perhaps escorting the official, while handling the daily flow of cables and correspondence relating to the visit.

THE WORK—THE UNITED STATES INFORMATION AGENCY

The development of mass communications networks and rapid transportation systems has accelerated and expanded the flow of information among nations and stimulated public interest in foreign relations. The corresponding increase in the importance of public opinion in shaping official attitudes and policies has made public diplomacy, which is the mandate of the U.S. Information Agency, a significant adjunct to the traditional government-to-government diplomacy conducted by the Department of State.

The U.S. Information Agency is an independent organization within the executive branch responsible for the U.S. Government's overseas information and cultural programs. USIA's principal tasks are to strengthen foreign understanding and support for U.S. policies and actions; to counter attempts to distort the objectives and policies of the United States; to advise the President, the Secretary of State, and other key officials of the implications of foreign opinion for present and contemplated U.S. policies; and to promote and administer educational and cultural exchange programs in the national interest to bring about greater understanding between the people of the United States and the peoples of the world.

USIA officers are on-the-scene practitioners of public diplomacy. Many have come from academia and the arts; others are from journalism, radio, motion pictures, and television; some have been drawn from the business world. Officers abroad are expected to move into the local social and cultural environment and to cultivate personal contact with key persons in government, education, the media, the arts, and the professions. In the course of dealing with the general public, USIA officers define and explain U.S. policies and society, correct misconceptions, and analyze and report on public perceptions of the United States.

USIA's overseas posts range in size from one American officer to those with a dozen or more, supported by a staff of foreign national employees. The

The International Business Center of the Foreign Commercial Service at the Louisiana World Exposition in New Orleans.

typical post, located within the American Embassy, is composed of a public affairs officer, an information officer, and a cultural affairs officer.

The public affairs officer (PAO) has overall responsibility for the management and supervision of public diplomacy activities of the Embassy, and acts as the Ambassador's principal advisor on trends in local media and public opinion and their implication for U.S. foreign policy. At some posts, the PAO may also be the Embassy's primary spokesperson.

The information officer, or press attaché, is responsible for activities which directly concern the mass media—press, publications, radio, and television—and normally serves as the Embassy press spokesperson on U.S. Government policies, provides background information, and publicizes Embassy activities. The information officer holds briefings and makes appointments for American journalists and plays a major role in handling public relations arrangements, including press conferences and interviews, whenever congressional or other senior U.S. officials visit the country.

The cultural affairs officer, or cultural attaché, administers educational and cultural exchange programs, arranges lectures and seminars with American speakers, manages American libraries, organizes exhibits, assists local publishers with reprints and translations of American books, and works closely with bilateral educational-exchange entities, such as the Fulbright Commission. The cultural affairs officer may manage the programing of a Broadway play or organize an exhibition by an American gymnastics team, followed by the coordination of a seminar featuring a prominent American university professor or the presentation of an American dance troupe. USIA posts cooperate with local organizations dedicated to the development of mutual understanding with the United States. In many countries, Binational Cultural Centers, autonomous associations supervised by boards of directors composed of prominent local citizens and resident Americans, cooperate with USIA in providing English teaching, libraries, and cultural and social events aimed at fostering closer ties with the United States. In some cases, the executive directors of these Centers are USIA officers.

Officers normally serve a minimum of 5 years overseas before returning to Washington for domestic assignments of about 3 years. Officers in Washington support USIA's overseas activities: coordination of programs for a particular geographic area, publication of periodicals, production of television and film programs, recruitment of academic and professional specialists for overseas presentations, preparation of policy guidance and analysis, and direction of Voice of America (VOA) broadcast services.

In addition to a permanent Washington-based staff, the VOA has several FSO's assigned to its headquarters. VOA is the global radio network of USIA, broadcasting more than 1,000 hours a week in 42 languages via short- and medium-wave to an estimated 120 million listeners. VOA strives to be a credible and authoritative source of news, balanced and comprehensive in its portrayal of American society and thought. The bulk of the programing is news and news analysis, supplemented by music and the arts.

Every year USIA selects several officers for university training, for assignments to units of state and local government, public institutions, or for work with the U.S. Congress as Congressional Fellows.

THE WORK—THE DEPARTMENT OF COMMERCE

The Foreign Commercial Service (FCS), the overseas element of the U.S. and Foreign Commercial Service of the Department of Commerce, is the government's international trade agency with a global field organization and delivery system giving American business direct access to more than 95% of the world market for U.S. exports of goods and services.

Abroad, the FCS Officer works at some 65 embassies and posts with governments, business representatives, and individuals concerned with international trade. FCS Officers facilitate U.S. exports through identifying agents and distributors for U.S. and foreign companies, helping to locate sources of financing for businesses, and conducting market research for American firms. They introduce local business representatives who wish to import or represent American products to U.S. firms, and they help resolve trade and investment disputes. They also organize trade promotion programs and events and operate export development offices. The work requires a strong entrepreneurial orientation, knowledge of local business conditions, and an ability to win the confidence of American and foreign business. One officer described commercial work as "fast-paced, operational, and always different. There is a great access to the local community because you have a service to offer, and local commercial activities give rare insight into the country where you work. And maybe best of all, you can be satisfied with the results of your work."

The FCS Officer works closely with other Foreign Service Officers in the Economic and Political Sections of the embassy, as well as with foreign nationals employed by the U.S. Government.

A management expert from the private sector who studied the multifaceted role played by commercial officers overseas described the job as requiring "a highly activist broker who represents the U.S. Government to foreign governments and American businesses to foreign businesses and governments." He concluded that a commercial officer needs to analyze and evaluate financial, marketing, and government policy in a large number of different international environments in order to assist American business.

In order to accomplish this, the commercial officer must acquire highly developed skills in interpersonal and intercultural dealings, in program and personnel management, in communication with a wide variety of audiences, in analysis for differing clients, and an intensive knowledge of the international operations of American business and U.S. Government programs designed to assist them. Each FCS Officer is counseled in career development through the FCS Office of Foreign Service Personnel and is provided with the how-to skills for a successful career. In addition, FCS Officers will spend a portion of their careers further improving their skills through advanced education and training.

SELECTION

The Foreign Service needs qualified men and women who reflect the breadth and variety of American society. To be truly representative of the United States, the Foreign Service must reflect the diversity of the American people. The Foreign Service needs men and women from all backgrounds—Americans of all racial and ethnic origins and from all regions of the country. The Foreign Service also seeks officers from diverse educational backgrounds. Some 750 American colleges and universities are represented by today's FSO's. They come from every State in the Union. Most officers have entered the Foreign Service after undergraduate or graduate school, with degrees in a variety of subjects. A few do not have university degrees. Others have worked in teaching, business, law, science, journalism, the military, government, or other fields, bringing valuable skills and experience to the Foreign Service. Most officer candidates have backgrounds in history, political science, economics, or management, but needs are increasing in foreign affairs for scientists, systems analysts, language and area experts, business managers, industrial development specialists, and others. Today the Foreign Service needs such diversity of education, talents, and experience to handle the complex and many-sided tasks of foreign affairs.

Importance of English-Language Skills

Success in the Foreign Service requires a strong command of the English language. All Foreign Service Officers must be able to speak and write clearly, concisely, and correctly. The success of much of their work depends on their ability to speak and write persuasively and to analyze and defend policies and proposals. The Departments of State and Commerce and USIA give high priority to English-language skills in selecting officers and evaluating their performance.

Foreign Languages

Knowledge of foreign languages is not required for appointment, but once hired, all new officers must demonstrate professional competency in at least one foreign language prior to the end of their initial probationary period. If necessary, an officer will attend classes at the Foreign Service Institute, which offers training in over 40 languages. Those who enter with language abilities are tested within 30 days of appointment and, if found proficient in certain designated languages, may receive a higher salary. The Department of State and USIA particularly seek persons with knowledge of "hard" or "exotic" languages (e.g., Arabic, Chinese, Russian). Candidates without prior foreign language ability will be appointed as language probationers, and they must acquire acceptable language competency before tenure can be granted.

The Foreign Service Written Examination

Each December the Foreign Service written examination, for the Department of State, the U.S. Information Agency, and the Department of Commerce, is given throughout the United States and at Foreign Service posts abroad. More than 15,000 persons take the examination each year, of whom some 250 eventually may be appointed as Foreign Service Officer (FSO) Career Candidates of Classes 6, 5, or 4, depending on their qualifications and experience. Regardless of age and experience, appointments under this program cannot be made at a level higher than Class 4 (FS-4).

Eligibility Requirements. To be eligible for the written examination, applicants must be:

- At least 20 years old on the date of the examination;
- U.S. citizens; and
- Available for WORLDWIDE ASSIGNMENT, including Washington, D.C.

No specific educational background is required. Success in the written examination and the subsequent oral assessment requires a broad knowledge of foreign and domestic affairs and U.S. history, government, foreign policy, and culture. The best preparation is a good general education, including, for example, courses in history, government, geography, economics, literature, international relations, and business and public administration. Most, but not all, successful candidates have at least bachelor's degrees. In recent years, about 65% have had advanced degrees in international relations, economics, business administration, law, journalism, and other fields. We do not recommend any particular institution or academic program to candidates for the Foreign Service. Foreign Service Officers have graduated from hundreds of large and small colleges and universities, and many have had work experience in various fields before their appointments.

Procedure for Applying. The annual written examination is given throughout the United States and at Foreign Service posts abroad on the first Saturday in December. Applications must be received by mid-October. Application forms for the examination are included in a separate booklet, which applicants may obtain from college and university placement offices, regional offices of the Office of Personnel Management, or by writing the Recruitment Division, Department of State, Box 9317, Rosslyn Station, Arlington, Virginia 22209. Candidates whose applications are accepted will be sent tickets of admission informing them of the address of their assigned examination site at least 2 weeks before the examination date in December.

No other examination can be substituted for the Foreign Service written examination. **"Makeup" examinations cannot be authorized**, no matter how valid an applicant's reason for missing the scheduled examination. However, applicants whose religious beliefs preclude taking examinations on Saturdays, and applicants with certain physical handicaps who might need special arrangements to take the examination, should write to the Board of Examiners for the Foreign Service, Box 9317, Rosslyn Station, Arlington, Virginia 22209, before the deadline date in October, enclosing their application form, so that appropriate arrangements can be made for them. Applicants with physical handicaps should not interpret admittance to take the examination under special arrangements to mean that the rigorous medical requirements for the Foreign Service can be relaxed. Those who believe they or members of their family might not meet the medical standards of the Foreign Service may contact the Office of Medical Services. (For more information, see "Medical Requirements.")

Content. The written examination requires one-half day and consists of the following multiple-choice tests for all candidates:

A ***General Background*** test designed to measure a candidate's breadth of understanding of the institutions and concepts that are basic to the development of the United States and of other countries, and knowledge of subjects basic to the functions of the Foreign Service. The examination also tests knowledge of geography, international relations, the literary, artistic, and philosophical heritage of the United States and other cultures, current trends and developments in the arts, and basic scientific and management principles. Many of the questions concern the United States. Additional questions in the General Background test measure the knowledge and skills required to perform effectively in each of the **functional areas** of work of the Departments of State and Commerce and of USIA. These functional questions are scored separately. A specialized knowledge of Foreign Service procedures and operations is not required,

and no particular course of study or preparation is expected. Rather, the best background for the test is a good general education, political and cultural sensitivity, and the habit of reading widely.

An ***English Expression*** test measures skill in written English. It contains three sections of questions which test ability to correct sentences, to express ideas clearly and accurately, and to revise sentences according to instruction.

Scoring. The examination will yield scores for English Expression, for the General Background knowledge required for the Foreign Service, and for the knowledge specific to each of the functional areas of Foreign Service work. To pass the examination, candidates must achieve passing scores in **each** of these three parts of the examination: English Expression, General Background, and at least one of the functional segments. Candidates may, of course, achieve passing scores in more than one functional segment. They will be considered for each agency for which they achieve a passing score in at least one functional segment for that agency.

Sample questions are contained in this booklet in order to give candidates an indication of the types of questions asked in the written examination. The number who pass the examination each year is determined by the number of officers needed by the Foreign Service in subsequent years. Those who do not pass may take the examination again the following year, if they wish to do so. No limit is imposed on the number of times a candidate may compete.

Foreign Service communications specialist Donald Brown at the American Embassy in Athens, Greece.

Oral Assessment

Candidates who pass the written examination at the designated level will be eligible for an all-day assessment which will include a variety of simulation techniques, examinations, and appraisals. Candidates will be judged by a panel of trained Foreign Service examiners against a uniform and consistent set of standards, not in direct competition with each other. Candidates are assessed in groups of six during this process. Relevant observations on each candidate will subsequently be reported, discussed, scored, and integrated by the examiners. Candidates will be informed in writing of assessment decisions as soon afterwards as the integration of scores permit.

The assessment procedures are based on current job analyses of Foreign Service work and the knowledge, skills, abilities, and personal characteristics considered necessary to perform that work. These procedures measure characteristics such as oral and written communication skills, administrative/problem-solving skills, leadership skills, and personal characteristics such as interpersonal skills, cultural awareness and sensitivity, stability, and resourcefulness. Assessments are given in Washington, D.C. and in a number of other major cities in the United States. Travel is at the candidate's expense. The assessment measures include the following:

1. An oral examination with two examiners lasting 45 minutes, which is designed to measure awareness of current political, economic, and cultural issues, the ability to analyze problems, oral communication skills, and personal characteristics.
2. A written essay prepared within 45 minutes on an assigned topic, which is designed to test the ability to write clear and correct English.
3. A written summary exercise lasting 45 minutes, which is designed to test the ability to analyze and organize provided materials into a concise and accurate written summary.
4. A two-part group exercise lasting 1 hour and 15 minutes. The first part consists of a short oral presentation of a proposal to the group by each candidate, based on materials provided for this purpose. The second part is a leaderless group negotiating session to discuss and seek agreement among the various proposals. Candidates are given time to prepare for this exercise, which is designed to measure oral communication skills; analyzing and synthesizing ability; interpersonal awareness; the ability to lead, negotiate, represent, and mediate; and the ability to adjust to changing situations.

Dr. Howard Hughes and nurse Leslie Mortimer remove cast from the arm of Clement Brineman at the American Embassy in New Delhi, India.

5. A written In-Basket test lasting 90 minutes in which the candidate deals with a series of problems and situations presented in written form. It is designed to measure managerial skills such as the ability to manage staff, problem-solving ability, leadership, interpersonal skills, and quality of judgment.

Data will be assembled on each candidate at each stage of the assessment process. If, based on their observations, the examiners find a candidate's performance during the assessment exercises to be acceptable, the candidate's In-Basket test is sent to the Educational Testing Service for scoring. The candidacies of those whose performance in the assessment exercises is judged less than acceptable are terminated and their In-Basket tests are not scored. As soon as In-Basket results are available for the acceptable candidates, all data are integrated and final assessment scores are assigned, which determine whether or not their candidacies will be continued. All candidates will be notified in writing of all decisions affecting their candidacies.

Candidates who are not recommended by the assessment panels and who wish to compete again the following year may do so by taking and passing the written examination scheduled the following December.

A candidate normally must participate in the assessment process within 12 months of passing the written examination. If, however, the candidate is outside the United States for part or all of the 12-month period following the written examination, the candidacy may be extended upon authorization of the Board of Examiners. In such cases, the candidacy will be terminated if the candidate does not take the assessment within 3 months of first returning to the United States.

Selection and Appointment

Selection. The background of candidates successful in the assessment is investigated thoroughly to determine suitability for appointment to the Foreign Service. To initiate this investigation, certain forms must be completed as soon as possible after notification of successful performance in the assessment.

Once these background investigation forms are received, authorization for a comprehensive medical examination is provided to candidates and their dependents. Medical clearances for full overseas duty are required for all candidates and their dependents. (For more information, see "Medical Requirements.")

Candidates must submit the forms necessary for their background investigation and obtain all medical clearances within 6 months after notification of successful performance in the assessment. Candidates also must submit university transcripts and a 1,000-word autobiography within this same period. If these requirements are not fulfilled within 6 months, the candidacy normally will be terminated.

A Final Review Panel weighs a candidate's qualifications against those of others. It considers all relevant information available about a candidate: performance on the written examination and in the assessment center, the required autobiography, education, employment history, community and social activities, and results of the background investigation.

The names of those candidates who successfully complete the entire examination and selection process and who have obtained medical clearance for full overseas duty will be placed on rank-order registers in the functional fields in which they have been judged qualified. There will be six such registers: administrative, consular, commercial, economic, information/cultural, and political. Each register lists qualified candidates in the order of their combined scores in the various phases of the examination and assessment process. When classes of new FSO Career Candidates are scheduled, candidates are invited to join them in the order of their competitive rank in the functional fields then being filled. Candidates invited from the information/cultural register will become FSO Career Candidates with USIA. Candidates invited from the commercial register will become FSO Career Candidates with the Department of Commerce. Candidates invited from the administrative, consular, economic, and political registers will become FSO Career Candidates with the Department of State.

Generally, the functional register from which a candidate accepts an appointment into the Foreign Service will determine his or her career specialty. For this reason the candidate's choice of appointment

register should be weighed carefully. Candidates may decline an invitation from a specific register, but no guarantee can be given that they will be invited later from that or another functional register. Candidates will not affect their relative register positions by declining an offer of appointment, however.

It is important to note that simply by being listed on one or more registers, a candidate is not assured an offer of employment. The overall number of FSO Career Candidates hired each year, as well as the number hired from any particular register, varies with the needs of the Foreign Service. Candidates remain eligible for appointment for 18 months from the date their names are placed on a register. Time spent in civilian Government service abroad (to a maximum of 2 years of such service) including Peace Corps volunteer service, or in required active regular or reserve military service, will not be counted as part of the 18-month eligibility period. Candidates who are spouses accompanying employees serving in civilian Government service abroad or in required military service may also be entitled to similar extensions of their eligibility for appointment.

Some candidates who are already on the FSO registers have found it to their advantage to take the written examination and assessment process again in an effort to improve their relative standing on the registers. No limit is imposed on the number of times a candidate may compete.

This description of the FSO examination procedures is intended to give an indication of the types of challenges each candidate will face. The procedures described in this booklet are those in effect at the time of publication. Because of the long lead time between publication and the conduct of the various phases of the examination, some changes may be unavoidable in light of the needs of the Foreign Service and the revision of examination techniques and materials.

Appointment. Candidates who succeed in the examination and selection process are given probationary appointments as Foreign Service Officer Career Candidates for a period of 4 years. Appointments are made at the FS–6 through FS–4 levels, depending on previous education and work experience. Career Candidates failing to perform satisfactorily may be terminated at any time during the 4-year probationary period. Successful Career Candidates can be expected to be commissioned as Foreign Service Officers by the 4th year of their probationary appointment, following approval by the Commissioning and Tenure Board.

Promotions during the probationary period are based on satisfactory performance. Promotions occur after 12 months at the FS–6 level and after 18 months at the FS–5 level. Language probation will not delay these first promotions; however, no Career Candidates can be commissioned as permanent officers or promoted beyond FS–4 until language probation is lifted. (See "Foreign Languages.")

All Career Candidate appointments must be made before the individual's 60th birthday. The maximum age for entry into the Foreign Service is based on such factors as eligibility for retirement benefits, assignment requirements, and the mandatory retirement age of 65.

Initial Training and Assignments

Before accepting employment with the Foreign Service, officers must agree to be available for worldwide assignment. Service needs, individual skills and specialization, and personal preference are all factors in selection of initial and subsequent assignments. The changing needs of foreign policy and Departmental responsibilities make it difficult to predict individual career patterns. However, all Department of State Career Candidates should expect to spend a minimum of 1 year—more typically, 2 or more years—performing consular work during their first two tours of duty. During this period the Department also will attempt to offer some working experience in other functional fields. After the first few assignments in a variety of geographical and functional fields, specialization at mid-career in one functional field and sometimes in a single geographical area is normal.

On entering the Foreign Service, all Career Candidates receive several weeks of basic orientation at the Department of State's Foreign Service Institute. An officer may expect up to 7 months of subsequent training prior to the first overseas assignment. Since most of this training involves language instruction, entering officers who already have professional competence in a foreign language may have a significantly shorter period in Washington prior to leaving on a first overseas assignment. Other training may include area studies and functional courses to prepare an officer for the first overseas assignment. In addition, USIA candidates receive basic professional training at the Agency's training facility.

Career Status and Career Development

Once tenured, officers will continue in the career functional field to which originally assigned unless they choose to apply and are accepted for a change of career function. In the middle grades—Classes 3 through 1—officers concentrate on their functional specialty, but most serve in occasional out-of-function assignments to broaden their experience and to prepare for senior management responsibility. In preparation for mid-level service, career officers will be assigned to a 5-month training course on foreign affairs operations and management and elective courses to broaden professional knowledge. In addition, officers may serve tours with other Federal Agencies or may be selected for assignments to units of State and local government or public institutions, to work with the U.S. Congress as Congressional Fellows, to universities, to the Department of

Defense's War Colleges, or to the Department of State's Executive Seminar in National and International Affairs.

Each USIA Foreign Service Officer is expected to be able to serve in all aspects of USIA activities. Those officers who develop special interests by the middle grades may be assigned accordingly by USIA.

After achieving career status, officers must compete for promotions. Each officer is rated by a supervisor at least once each year, and such performance evaluations are considered annually by specially appointed promotion boards. Any who fail to meet competitive standards are subject to termination or early retirement. All officers are subject to possible retirement or termination for exceeding established limits on time-in-class without a promotion.

Officers may advance beyond Class 1 by applying for promotion into the Senior Foreign Service. If selected, they generally are assigned to program direction and managerial responsibilities including (for a relative few) service as ambassadors. Small numbers of distinguished Senior Foreign Service Officers are promoted to Career Minister, or receive the highest rank of honor, Career Ambassador.

In all fairness to potential candidates and the Foreign Service, and with due regard for the risk of discouraging some applicants, potential candidates must be aware of the discipline and sacrifices the career demands, as well as the nature of the rewards and benefits. To begin with, it is highly unlikely that the Foreign Service ever will employ more than a small fraction of those who apply, and the competition—as keen as it is for entry—does not abate appreciably throughout the career. Promotions can be few and difficult to come by in some ranks and functional specialties and at certain times. We encourage applicants with a sincere abiding interest in foreign affairs and public service to apply and begin the examination process, but it would be unfair to encourage them to pin all of their career hopes on acceptance into the Foreign Service or, if they are accepted, to measure their success and self-esteem by rapid advancement through the career ranks to the relatively few top positions.

SPECIAL RECRUITMENT PROGRAMS

As equal opportunity employers, the Departments of State and Commerce and USIA have certain special emphasis programs for the appointment of Foreign Service Officer Career Candidates. A limited number of such appointments may be made annually on a highly competitive basis. Those eligible for these Affirmative Action Programs should contact the Recruitment Division, Department of State, Box 9317, Rosslyn Station, Arlington, Virginia 22209.

Affirmative Action Program for Minority Entry Level Foreign Service Officer Candidates (Departments of State and Commerce and USIA)

Eligibility Requirements. To be eligible under this program, applicants must be:

- Members of minority groups identified in Title VII of the Civil Rights Act of 1964 as amended (American Indian or Alaskan Native, Asian or Pacific Islander, Black, or Hispanic);
- At least 21 years of age;
- U.S. citizens;
- Available for WORLDWIDE ASSIGNMENT, including Washington, D.C.;
- Along with all dependents, able to meet rigorous medical requirements;
- Able to pass a thorough background investigation; and
- Holders of at least a bachelor's degree from an accredited college or university. Applicants should have a thorough knowledge of international and domestic affairs, and U.S. history, government, and culture. Preference is given to candidates with above-average college grades, with graduate or other advanced training, or with employment experience relevant to a career in the Foreign Service.

Procedure for Applying. Eligible applicants should write to the Recruitment Division for further information about the program, and to obtain the necessary application form to register for the annual Foreign Service written examination. Information about the USIA Affirmative Action program can be obtained by writing the Office of Equal Employment Opportunity, USIA, 301 - 4th Street SW., Washington, D.C. 20547.

Written Examination. All applicants are required to take the annual Foreign Service written examination. When the results of the written examination are available, a Qualifications Evaluation Panel of the Board of Examiners will determine which candidates are qualified for further consideration under the Affirmative Action Program.

Oral Assessment. Applicants who are approved by the Qualifications Evaluation Panel will be scheduled for the oral assessment together with other candidates. Travel is at the candidate's expense. (For details of this assessment and other parts of the selection process, see "Oral Assessment" and "Selection and Appointment" sections.)

Applicants who are unsuccessful at any stage in the processing must wait 1 year from the date of such notification in order to reapply for further consideration.

Foreign Service Specialists

The Department of State and USIA offer career opportunities to professionals in specialist functions needed to meet Foreign Service responsibilities around the world. All applicants must be:

- U.S. citizens;
- At least 21 years of age;
- High school graduates or equivalent.

Bachelor's and/or advanced degrees and professional licenses or credentials are required for some positions;

- Along with all dependents, able to meet rigorous medical requirements;
- Able to pass a thorough background investigation; and
- Available for WORLDWIDE ASSIGNMENT, including Washington, D.C.

DEPARTMENT OF STATE CONTINUOUS RECRUITMENT. The Department of State has a continuous need for **Foreign Service Secretaries** and **Foreign Service Support Communications Officers**, and conducts an ongoing recruitment program for these positions.

Foreign Service Secretary. Foreign Service Secretaries are assigned to perform secretarial and related duties at some 230 posts around the world. The work can be a challenging and exciting experience, which demands a degree of flexibility, adaptability, and self-sufficiency. Entrance qualifications require 3 to 5 years of progressively responsible experience in general office clerical, secretarial, or administrative work. Education beyond high school may be substituted for part of the experience required. Qualified applicants must pass a written clerical examination and be able to pass a shorthand test at 80 words per minute and a typing test at 40 words per minute. Entrance class levels begin at FS-9 and depend on the qualifications and prior salary record of the applicant.

Support Communications Officer. Support Communications Officers are assigned to overseas posts and Washington, D.C., and often work on rotating shifts as well as performing call-in/stand-by duties which may involve the following activities:

—Preparing information for electrical transmission, employing state-of-the-art automated terminals consisting of video display units, microprocessors, optical character readers, disc storage, etc.;

—Operating a wide variety of sophisticated communications transmission and cryptographic equipment including multiplexers, HL radio-teletype, VHF and HF voice radio, etc.;

—Providing technical control, including test and evaluation, of record and data-speed circuits;

—Maintaining records including electronic file storage and retrieval; and

—Supervising foreign national employees engaged in communications activities.

Either a minimum of 18 months of communications, computer, or word processing experience; a full-semester certificate from an accredited computer or word processing school; or at least one academic year of college or university studies are required, as well as a typing test. Entrance class levels begin at FS-9 and depend on the qualifications and prior salary record of the applicant.

DEPARTMENT OF STATE PERIODIC RECRUITMENT. The Department of State periodically recruits candidates for the following specialist categories.

Budget and Fiscal Officer. Budget and Fiscal Officers are responsible for the financial activities of diplomatic and consular posts, including services to other U.S. Government Agencies. A minimum of 3 years of general work experience plus at least 1 year of specialized budget, fiscal, or accounting work is required. Related education beyond high school may be substituted for the required general experience, but not for specialized experience. Entrance class levels begin at FS-6 and depend on the qualifications and prior salary record of the applicant.

Communications Electronics Officer. Communications Electronics Officers are technicians responsible for the installation and maintenance of communications equipment at overseas diplomatic and consular posts. A minimum of 3 years of technical training, and direct working experience within the last 3 years, in one of four communications specialties (computer, crypto-

USIA satellite broadcasts are aired as part of Venezuela's television network, Venevision, under a working agreement in Caracas.

A group of Foreign Service Communicators and Secretaries at the Department of State before embarking on their first assignments abroad.

graphic, radio, or telephone) is required. Entrance class levels begin at FS–6 and depend on the qualifications and prior salary record of the applicant.

General Services Officer. General Services Officers are responsible for widely dispersed physical resources and logistical functions at diplomatic and consular posts. A minimum of 3 years of general work experience plus 1 year of specialized procurement, supply, transportation, or building maintenance work is required. Related education beyond high school may be substituted for the required general experience, but not for specialized experience. Entrance class levels begin at FS–6 and depend on the qualifications and prior salary record of the applicant.

Personnel Officer. Personnel Officers are responsible for personnel services at diplomatic and consular posts, including services to other U.S. Government Agencies. A minimum of 3 years of general work experience plus at least 1 year of specialized experience as a personnel generalist or in one of the major personnel specialist categories is required. Related education beyond high school may be substituted for the required general experience, but not for specialized experience. Entrance class levels begin at FS–6 and depend on the qualifications and prior salary record of the applicant.

Security Engineering Officer. Security Engineering Officers are responsible for conducting technical security surveys and inspections, installing equipment, and maintaining security equipment utilized by overseas diplomatic and consular posts. A bachelor's degree in electrical/electronics engineering, physics, or a related scientific field, and/or professional experience is required. Entrance class levels begin at FS–6 and depend on the qualifications and prior salary record of the applicant.

Security Officer. Security Officers perform investigative and protective services in the United States and overseas; are responsible for the security of U.S. facilities, operations, and personnel abroad; and combat criminal, intelligence, and terrorist activities worldwide which might threaten American lives and property. A bachelor's degree from an accredited college or university is required. Entrance is at the class FS-7 level.

Other Specialist Categories. The Department of State also periodically recruits Foreign Service **Building and Maintenance Specialists, Construction (Civil) Engineers, Systems Managers,** and **Physicians** and **Nurses** for overseas assignments.

Detailed information on all of the above Foreign Service specialist categories may be obtained by writing to the Recruitment Division, Department of State, Box 9317, Rosslyn Station, Arlington, Virginia 22209.

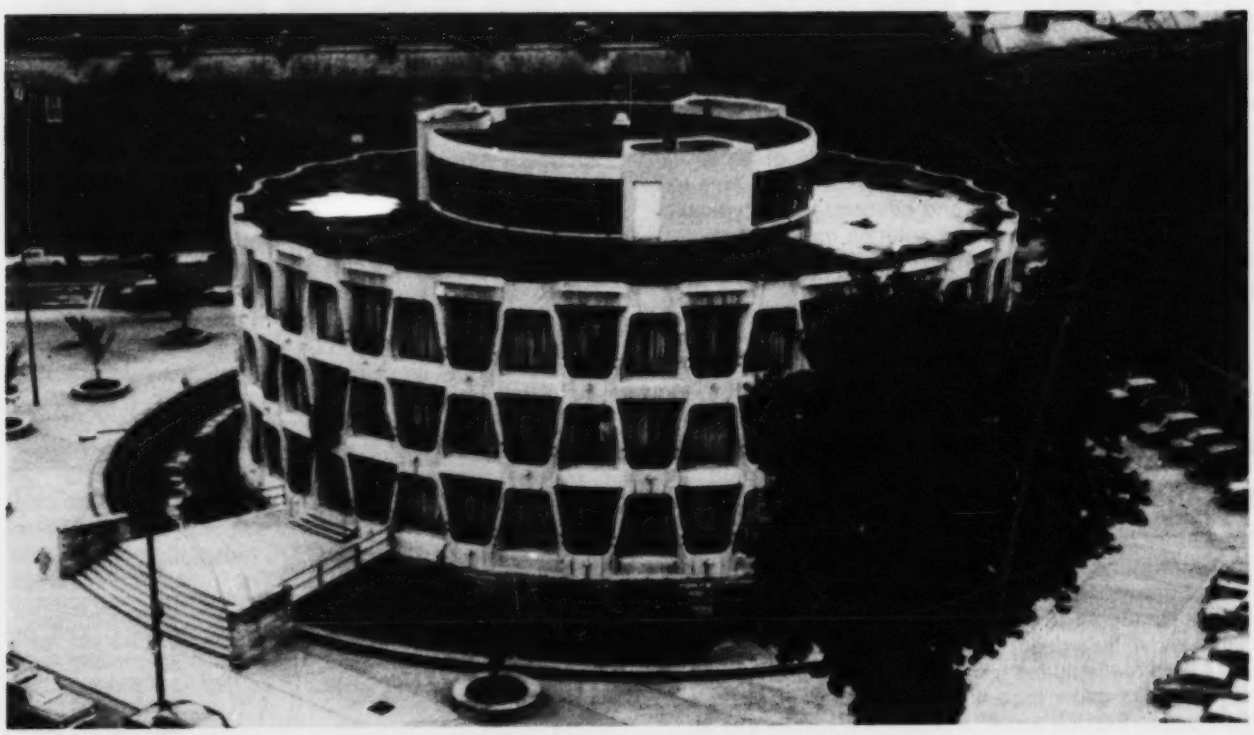
U.S. INFORMATION AGENCY. The U.S. Information Agency seeks candidates as overseas specialists in **English Teaching, Library Science,** and **Radio Engineering,** and as **Foreign Service Secretaries.** Information on these positions may be obtained by writing to the Employment Branch, USIA, 301 4th Street S.W., Washington, D.C. 20547.

Medical Requirements

Foreign Service personnel and their dependents must be able to serve at a wide variety of overseas posts, many of which are remote, unhealthful, or have limited medical support. In addition to other essential qualifications for entry into the Foreign Service, each applicant and family member must meet medical fitness standards which are, of necessity, more rigorous than for most other professions. In general, any medical condition is disqualifying if it would unduly restrict overseas assignability on a worldwide basis; constitute an unnecessary or significant risk to the life or limb of the applicant, dependents, or fellow employees; or be of such a nature as to require medical support not readily available at overseas posts. Generally, medical conditions which require frequent observation and examination or prolonged treatment, which may be aggravated by certain geographic or climatic conditions, or which may require excessive time lost from duty or premature separation from the Foreign Service, are found to be disqualifying. All dependents must pass a medical examination, whether or not they will accompany the employee abroad.

No official decision concerning medical clearance can be reached until the Office of Medical Services reviews the findings of a thorough Foreign Service medical examination. However, individuals who believe they or members of their family might not meet the medical standards may contact: Medical Director, Office of Medical Services, Department of State, Washington, D.C. 20520. For Department of State candidates an Employment Review Committee has been established to review all cases of medical disqualification. This Committee makes recommendations to the Director General of the Foreign Service as to whether or not an applicant should be appointed despite a medical disqualification.

USIA maintains a similar review procedure for candidates disqualified medically. Agency candidates affected may apply for review of their cases to the Director, Office of Personnel, USIA, 301 4th Street SW., Washington, D.C. 20547.



American Embassy, Dublin, Ireland.

Information for Family Members

A Foreign Service career deeply involves not only the employee but also the entire family. The Departments of State and Commerce and USIA recognize that members of a Foreign Service family essentially are private individuals. However, the diplomatic community and people of the country of assignment often view the entire family as representatives of the United States.

Foreign Service life affects family members in many ways. Education of children and health care are both special factors to be considered. The quality of overseas education is uneven, and providing continuity of subjects and of instructional methods is difficult. Testing and college counseling are often inadequate. In brief, parents tend to take much greater responsibility for a child's schooling than in the United States. As for medical facilities, they too are uneven. Some posts have no resident American doctor or nurse. It may be necessary to travel by air to reach an acceptable hospital. Some restrictions in lifestyle may occur in the interest of personal safety at some locations.

Married applicants whose spouses seek their own careers should weigh carefully the implications of joining a highly mobile service in which worldwide availability is required. Both in Washington and overseas, the Foreign Service spouse is at a career disadvantage. Prospective employers often are reluctant to hire a spouse for a limited period of time. It is difficult to maintain professional contacts and to keep up-to-date in a given field. Abroad, where about 60% of a person's career may be spent, some spouses are able to work, but local regulations and circumstances typically limit opportunities severely or salaries may be considerably reduced. However, continued efforts to improve employment prospects are underway.

On the other hand, close involvement in other societies and cultures provide unique opportunities for spouses with varied interests, transferable skills, and portable professions. Involvement in community life abroad and the opportunity to take part in representing the United States are voluntary; but many families find that such activities broaden their contact with the citizens and culture of the country of assignment. Undeniably, a Foreign Service existence can be very rewarding. However, applicants have to decide how flexible they and their families are willing to be in matters of schooling, medical care, and employment for spouses. Child care facilities vary greatly overseas.

When a husband and wife are both members of the Foreign Service, the Departments of State and Commerce and USIA make every reasonable effort to assign them to the same post without placing other employees at a disadvantage. While tandem assignments can usually be arranged, couples must be prepared to accept the possibility that they may during their careers have to accept separate assignments or leave without pay for one spouse.

Additional information on Foreign Service family life abroad, including schools, educational benefits, health care and medical facilities, and job opportunities for dependents can be obtained by writing for the brochure, "Information for Foreign Service Applicants and Family Members," to the Recruitment Division, Department of State, Box 9317, Rosslyn Station, Arlington, Virginia 22209; or by contacting the Family Liaison Office, Department of State, Washington, D.C. 20520, telephone (202) 647–1076. The Overseas Briefing Center, Foreign Service Institute, telephone (703) 235–8784, also can answer questions about living abroad.

Salaries and Benefits

SALARY SCHEDULE

New entry level officers are appointed at Classes 6, 5, or 4, depending on their qualifications, experience, and salary record.

Appointment at entry level FS-5 normally requires a master's degree. Appointment at entry level FS-4 normally requires a master's degree and 18 months of experience in a field closely related to the Foreign Service and in a position equivalent to at least the FS-5 level.

Specialists are appointed at Classes FS-9 through FS-2 depending on their function, background, and experience. Appointments to Class FS-1 will be made only in exceptional cases.

Foreign Service Class	Approximate Civil Service GS-Equivalent	Salary Range
FS-1	15	$52,262-$67,940
FS-2	13/14	$42,348-$62,189
FS-3	12/13	$34,315-$50,393
FS-4	11/12	$27,806-$40,834
FS-5	9/10	$22,531-$33,088
FS-6	8/9	$20,142-$29,579
FS-7	7/8	$18,006-$26,442
FS-8	6/7	$16,097-$23,639
FS-9	5	$14,390-$21,132

BENEFITS

Annual and sick leave, group life and medical insurance, and Foreign Service retirement benefits are provided.

The Government bears the expense of the travel of employees and their families to Washington, D.C. for appointment; for any subsequent temporary duty assignments to Washington; and to and from posts of assignment abroad.

Basic salaries of Foreign Service personnel serving **overseas** may be supplemented by:

- Shipment of automobile and personal effects to and from posts abroad (automobiles cannot be shipped within the United States at Government expense);
- Government-provided quarters or housing allowances;
- Government-provided furniture and storage of personal furniture, or shipment of personal furniture;
- Home leave, including travel expenses; and
- Hospitalization benefits.

The following benefits are provided **when appropriate:**

- Education allowance;
- Education travel for dependent children;
- Temporary lodging allowance;
- Separate maintenance allowance;
- Cost-of-living allowance;
- Hardship post salary supplements;
- Danger pay; and
- Travel for children of separated parents.

Internships and Summer Employment

The Department of State student intern programs are designed to offer highly qualified college and university junior, senior, and graduate students an opportunity to gain first-hand knowledge of the foreign affairs process.

There are two types of student interns: paid summer interns and unpaid work-study interns (year round). Most opportunities are located in Washington, D.C.; however, there are a limited number of opportunities at U.S. Embassies and Consulates overseas.

Interns are assigned to various Departmental organizations to do substantive work. They may perform junior officer level duties such as conducting research, preparing briefing papers, working in computer science, analyzing international issues, drafting replies to correspondence, and assisting in cases related to domestic and international law.

The deadline date for summer applications under both the paid and work-study programs is usually November 1 of the preceding year. Those interested in serving a spring or fall work-study internship should apply 6 months prior to that time.

USIA and VOA offer a limited number of salaried internships for university students through their Summer Hire Programs. The aims of these programs are to give the participants the opportunity to gain a better understanding of the role of USIA and VOA in foreign affairs; to receive practical experience related to their individual career fields; and to permit students to contribute their views, ideas, and experience to USIA and VOA activities.

The Voice of America (VOA) offers a limited number of broadcast internships which can lead to careers in radio journalism with VOA. The program especially seeks entry-level candidates with degrees in broadcast journalism and a broad knowledge of U.S. and international affairs.

USIA conducts an active recruitment program for guides to participate in USIA exhibits in Eastern Europe, the Soviet Union, and at World Expositions. Guides must be U.S. citizens, at least 21 years of age, and fluent in the language of the country where the exhibit is held. Guides are hired for periods ranging from 1 to 7 months.

Summer Employment. In addition to its intern programs, the Department of State hires annually some 200 typists and clerks to work in Washington, D.C., through its Summer Clerical Program. The deadline for applications under this program is usually December 31 each year.

Most of these internships and summer programs require a security clearance, a lengthy process which usually takes 4 to 6 months. For this reason, applicants should request complete information early each academic year. For more information, write directly to the Recruitment Division, Department of State, Box 9317, Rosslyn Station, Arlington, Virginia 22209; or to the Employment Branch, USIA, 301 - 4th Street SW., Washington, D.C. 20547.

Books and Articles About the Foreign Service

The books and articles on this list will give you some insight into life in the Foreign Service. They are not intended as aids in preparation for the written examination or oral assessment procedures, however.

AYRES, B. Drummond, Jr. "A New Breed of Diplomat." *The New York Times Magazine*, September 11, 1983, p. 66. A thorough look at recruitment and training for the Foreign Service.

BARNES, William, and Morgan, John Heath. *The Foreign Service of the United States*. Washington, D.C.: Historical Office, Bureau of Public Affairs, U.S. Department of State, 1961. A history of the Foreign Service from its origins through 1960.

CALKIN, Homer L. *Women in the Department of State: Their Role in American Foreign Affairs*. Washington, D.C.: U.S. Department of State, 1978. A thorough account of the women who have served, and continue to serve, the Foreign Service and the State Department.

CLARK, Eric. *Corps Diplomatique*. London: Allen Lane, 1973. A good overview of diplomatic life by a British author, including illuminating comparisons between the American and other diplomatic services.

DRANOV, Paula. "Women in the Foreign Service." *Cosmopolitan*, June 1982, p. 228. A current look at representative women in the Foreign Service.

HENDERSON, John W. *The United States Information Agency*. New York: Frederick A. Praeger, 1969. A thorough discussion of USIA's domestic and overseas operations, some parts dated but still helpful.

HERZ, Martin F. *215 Days in the Life of an American Ambassador*. Washington, D.C.: School of Foreign Service, Georgetown University, 1981. A down-to-earth account of life day-by-day for a serving American Chief of Mission in Bulgaria.

HILTON, Ralph H., editor. *Tales of the Foreign Service*. Columbia: University of South Carolina Press, 1978. Anecdotes of unusual events in the lives of a number of American Foreign Service personnel.

MACOMBER, William B. *The Angels' Game: A Handbook of Modern Diplomacy*. New York: Stein and Day, 1975. Sound advice on diplomatic principles and practice from a seasoned practitioner.

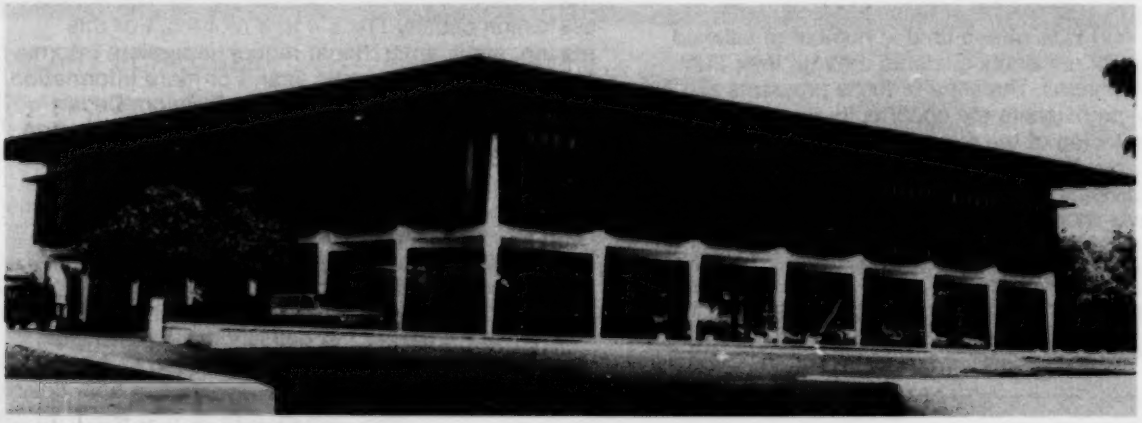
MAYER, Martin. *The Diplomats*. New York: Doubleday & Company, 1983. A broad-brush treatment of the diplomatic business around the world, with heavy emphasis on the U.S. Foreign Service and its members.

NICOLSON, Sir Harold. *Diplomacy*. 3d edition. London and New York: Oxford University Press. 1968. A classic treatise on the practice of diplomacy.

PLISCHKE, Elmer, editor. *Modern Diplomacy: The Art and the Artisans*. Washington, D.C.: American Enterprise Institute, 1979. An excellent anthology of articles on various aspects of diplomatic principles and practice, including a comprehensive bibliography.

STEIGMAN, Andrew L. *The Foreign Service of the United States: First Line of Defense*. Boulder: Westview Press, 1985. A succinct description of the American Foreign Service, how it works, and the problems it faces.

TREVELYAN, Lord Humphrey. *Diplomatic Channels*. Boston: Gambit, Inc., 1973. A sprightly look at the world of diplomacy from an experienced British career diplomat.



American Embassy, Accra, Ghana.

THIS SECTION CONTAINS SAMPLE QUESTIONS
FOR THE FOREIGN SERVICE WRITTEN EXAMINATION
AND IS DESIGNED FOR THE
FOREIGN SERVICE OFFICER CANDIDATE **ONLY.**

Sample Written Examination Questions

To familiarize you with representative types of questions used in the Foreign Service Written Examination, the following sample questions are provided. An answer key is provided on page 32.

How to make use of the sample questions:

It should be noted that the actual test contains some questions of a very general nature that are intended to measure your awareness of certain knowledge areas particularly required of Foreign Service Officers. These questions are usually discrete, i.e., single questions standing on their own. Other questions in the test are parts of question sets, i.e., they are addressed to reports, graphs, or other material. Questions in these sets are intended to probe more deeply into your knowledge of the required subjects

In order to help you understand some of the measurement objectives of the General Background test, a short statement of the particular objective of each question or question set has been included.

GENERAL BACKGROUND QUESTIONS

Objective: To measure your awareness of general management/administrative concepts.

For **Questions 1–3** select the concept below which applies to each of the following statements.

(A) Program authority
(B) Co-optation
(C) Efficiency ratings
(D) Departmentalization

1. This concept relates to the problem of absorbing new elements into the leadership structure in order to avert threats to the organization's stability.
2. This concept relates to the grouping of tasks into individual administrative units and the combining of these units into larger organizational units.
3. This concept relates to the power to determine the goals of administrative activity within the limits of statutory and executive direction.

Objective: To measure your understanding of a simple budget.

Questions 4–6 are based on the following information about an embassy's budget.

Every year the administrative officer develops a budget for the embassy and its constituent posts. Constituent posts are consulates and consulates general located in outlying areas within the country and they are dependent on the embassy for all administrative support. Budgets are divided into two parts:

(1) those expenses for items and services the embassy is committed to meet to maintain the operation of the embassy and of the constituent posts (these expenses are referred to as recurring or fixed expenses);
(2) the estimated cost of items and services necessary to improve the operation of the embassy and consulates (these costs are referred to as discretionary items).

Salaries, allowances, and international travel for personnel are paid in United States dollars. Local national employees are paid in the currency of the country in which the embassy and constituent posts are located. Payment of contracts with local construction firms and leases for office space are quoted in United States dollars. Purchases made from United States sources and from third-country merchants are also paid in United States dollars. All purchases from local vendors for supplies, equipment, services—such as electricity, water, printing, and temporary labor—as well as in-country travel and residential leases are paid in local currency.

4. Which of the following costs is LEAST likely to be recurring?

(A) Printing and reproduction
(B) Utilities and telephone
(C) Leases and rentals
(D) Building and grounds renovations

5. If, after an embassy has received its funding for the year, the United States dollar suffers a local devaluation, the cost of which of the following would NOT have an adverse effect on the mission's operating funds?

(A) Subscriptions to local newspapers
(B) Furniture to be purchased from a firm in another country
(C) Official in-country travel of American and local national employees
(D) Daily hire of painters and carpenters

6. In preparing the annual budget, funds allocated for which two of the following are likely to be considered discretionary?

I. The recovering of a sofa in the political officer's leased residence
II. The purchase of a desk and chair for a constituent post's increased staff
III. The renewal of the lease on the embassy's indoor garage space
IV. The payment of the increased heating rates for the coming fiscal year
V. The purchase of an additional photocopier for the consular section

(A) I and II
(B) I and V
(C) II and IV
(D) III and V

Objective: To measure your awareness of the basic functions performed by an administrator.

7. The principal officer of a constituent post is LEAST likely to require the services of an embassy's administrative officer in which of the following circumstances?

(A) Contracting with a construction firm in the consulate's city to renovate present office space
(B) Hiring of a part-time clerk to handle the increase in consular activities during the summer months
(C) Renting a passenger vehicle for a United States congressional delegation visiting the consulate's city
(D) Identifying United States furniture importers in response to a request from a local manufacturer

Objective: To measure your awareness of basic organizational patterns.

8. All of the following are consequences of increasing professionalism in governmental service EXCEPT

   (A) greater autonomy, independence, and self-directing capacity in those areas experiencing the highest degree of professionalization
   (B) decreasing loyalties of professionals to the organization, agency, or unit of government for which they work
   (C) increasing challenges to the administrative doctrines of hierarchical control and unity of command
   (D) increasing numbers of echelons required to administer public programs

Objective: To measure your ability to understand and analyze data relating to traditional social systems.

Questions 9-10 refer to the following:

Opakas concentrate on the present, not the future, since they are preoccupied with the spiritual merit they can earn right now. Life and time for them flow in a continuous stream, geared to a universal plan beyond the individual's control. One's primary responsibility is to one's family and traditional relationships within it. Interpersonal relations should always be smooth and comfortable. Relations with strangers are strictly regulated by protocol. Once a friendly relationship has been established, relations should be truly friendly and informal. Higher status persons have obligations toward their inferiors.

9. An Opaka would LEAST likely to do which of the following?

   (A) Recommend his brother for a job even though he knows another person is more qualified professionally.
   (B) Smile when told his work output was less than that of the previous week.
   (C) Say no when asked by his American supervisor if he was satisfied with office working conditions.
   (D) Expect to be excused from work because of the death of a distant relative.

10. When an American who is unaccustomed to Opaka traditions encounters Opaka society, all of the following might occur EXCEPT:

   (A) The American would be angered by the passivity of Opaka news reporters and their reluctance to ask questions before an audience.
   (B) The American would cause offense by his insistence on paying the bill when an Opaka invites him to lunch at a nearby restaurant.
   (C) The American would cause offense by his open manner when receiving Opaka friends.
   (D) The American would be embarrassed by receiving a gift from an Opaka of something admired in passing.

Objective: To measure your understanding of types of international business organizations.

11. A profitable corporate business in the United States wishes to do business in a foreign country where it anticipates that operations will be unprofitable for a number of years. Which type of organization is likely to be more favorable from the standpoint of U.S. income taxes during these years?

   (A) A subsidy incorporated in the foreign country
   (B) A U.S. sister corporation organized specifically to carry on the operation
   (C) A branch of the present U.S. company
   (D) A Western Hemisphere Trade Corporation

Objective: To measure your understanding of the effect of inflation on the flow of international trade.

12. A manufacturer of batteries in Ruritania is thinking about the possibility of exporting them. Assuming other factors remain constant, a currency devaluation in Ruritania would

   (A) make his batteries less competitive with batteries manufactured elsewhere
   (B) make his batteries more competitive with batteries manufactured elsewhere
   (C) not affect the competitiveness of the batteries he manufactures
   (D) cause possible buyers to lose confidence in his batteries

Objective: To measure your understanding of the problem of economic growth.

13. A high level of industrialization has generally been accompanied by

   (A) greater interdependence of various sectors of the society
   (B) a rigidity in the class structure
   (C) lessening of competition for scarce commodities and resources
   (D) increased demands for animate sources of power

Objective: To measure your understanding of current trends affecting international trade.

Questions 14-16 are based on the following passage.

Before concluding that trade is a rich country's preserve, consider the following: Between 1960 and 1975, the exports of less-developed countries (LDC's) in three out of five main categories (energy, metals, and manufactures) grew significantly faster than exports in the same categories from industrial countries. LDC-manufactured exports rose an average 12.3 percent a year, compared with 8.8 percent a year for the industrial countries. The reason why LDC's have done less well in world trade generally is their greater dependence on exporting primary commodities. Roughly one-third of world commodity exports (excluding fuel) come from LDC's, but only one-tenth of manufactured exports do.

Many primary products have a low income elasticity of demand. This applies particularly to foodstuffs: the proportion of consumers' expenditure going for food in a typical industrial country has fallen from more than one-third to about one-fifth during the past 20 years. The same pattern occurs in international trade.

Demand for some commodities is also price-elastic—so that higher prices will mean that consumers quickly adopt substitutes. Technological advances have made this more common—e.g., plastic is increasingly used instead of jute to make sacks.

The terms of trade have favored manufacturing. Commodity prices change quickly in response to supply and demand, just as classical price theory describes. But prices of manufactured goods are more sticky, because they are usually set on a "cost-plus" basis, at least in the short run.

Erratic prices mean uncertainty. Even if the terms of trade had on balance favored commodities, industrial exporting countries would still have benefited from a more stable price trend. Investment decisions can be made with greater confidence when prices are reasonably predictable—which means that total investment will be higher. The LDC's are increasingly learning the advantages of manufacturing for export. In 1960, 68 percent of their visible exports were commodities (other than fuel); by 1975 only 34 percent were. Meanwhile, manufacturing's share rose from 14 percent to 26 percent. But though most LDC's are taking this first step out of primary exports, world trade in services is still dominated by industrial countries.

14. The low income elasticity of demand for many primary commodities indicates that

(A) as incomes rise in developing countries, greater amounts of primary commodities are freed for export
(B) the demand for primary commodities tends to be little affected by technological developments
(C) there is little positive relationship between growth in income and increased demand for many primary commodities
(D) as the price of primary commodities rises, demand decreases

15. The phrase "terms of trade" refers to

(A) the contractual price at which an international transaction occurs, measured in the currency of the importing country
(B) the ratio of prices between goods that are traded
(C) the "rules of the game" of the international trading system as defined in the General Agreement on Tariffs and Trade (GATT)
(D) the effect of exchange-rate change over time on prices

16. Substitute goods are defined as

(A) goods with a low cross elasticity of demand
(B) primary products that are interchangeable in the production process
(C) goods for which the demand decreases as incomes increase
(D) goods for which the demand increases as the prices of competing goods rise

Objective: To measure your awareness of major economic problems of developing countries.

17. Rapid population growth in less developed countries has had a restrictive effect on which of the following:

I. The amount of domestic resources available for investment in development
II. The level of unemployment and underemployment
III. The rate of urban development
IV. The amount of foreign currency reserves available for capital investment

(A) I and II only
(B) I and IV only
(C) II and III only
(D) II, III, and IV only

Objective: To measure your awareness of a major historical issue in international relations.

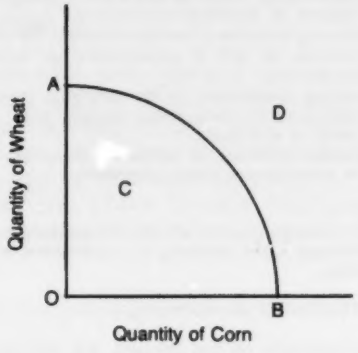
18. The question of the rights of neutrals on the high seas was a major issue in the involvement of the United States in which of the following wars?

I. The War of 1812
II. The Spanish-American War
III. The First World War
IV. The Second World War

(A) I only
(B) IV only
(C) I and II only
(D) I and III only

Objective: Understanding graphical data relating to economic theory and its application.

Questions 19-21 refer to the graph below, on which the curve AB represents this year's maximum production combinations of wheat and corn in the two-crop country of Erehwon.



19. Which of the following would most likely result in an outward expansion of curve AB in the future?

I. The successful promotion by the Ministry of Agriculture of the use of hybrids and contour plowing
II. An increase in import duties on agricultural production equipment
III. An increase in the marginal physical product of farm workers while the total acreage remained constant
IV. An increase in the acreage while the average productivity of farm workers remained constant

(A) I only
(B) I and II only
(C) III and IV only
(D) I, III, and IV only

20. If all resources are devoted solely and with maximum efficiency to growing wheat, the graphic representation of total production would most likely be point

(A) A
(B) B
(C) C
(D) D

21. The shape of curve AB indicates that the

(A) rate of exchange between maximum production combinations of wheat and corn is constant
(B) rate of exchange between maximum production combinations of wheat and corn is variable
(C) employment of extra farm workers will increase per capita production
(D) employment of extra farm workers will decrease per capita production

Objective: To measure your ability to understand/analyze/evaluate information on the effects of monetary policy on the economy.

Questions 22–25 refer to the following report.

How tight has our economy been in recent years? The peak unemployment rate during the recession of 1974–75 was 9% and averaged 8.5% for the whole of 1975. Unemployment fell during the recovery from that recession, reached about 6% early in 1978, and stayed at about 5.8% for the next 2 years. By contrast, the unemployment rate was below 4%

throughout the troubled years 1966–69 and averaged 5.5% for the whole period 1948–65, excluding the Korean war. Since it is sometimes thought that demographic changes have muddled the meaning of unemployment, I will report that the unemployment rate for males aged 20 and over ran at 6.7% in 1975, fell steadily to around 4% by the spring of 1978, and stayed just above 4% steadily for the next 2 years. In the 1966–69 period, the figure was under 2.5% and the average for 1948–68 (omitting again the Korean War years) was 4.5%. There is nothing in that recital to indicate that we have pushed the volume of employment above the boiling point. Nor is there any anecdotal evidence that the labor market is excessively tight.

Industrial capacity cannot be measured precisely, but if the Federal Reserve Board says that the capacity-utilization rate rose to 86.7% early in 1979 and has slacked off to under 85% since, we begin to get the picture. Is that overheating? The same series averages 88.7% in the overheated years 1965–68, and generally stood above 85% at business-cycle peaks in the postwar period. A reasonable person would say that the economy had a good cyclical recovery from the recession of 1974–75 and reached a fairly high rate of capacity utilization in the first quarter of 1979. But with due allowance for the fact that some industries do better than others, there is nothing in the record to justify attributing the accelerating inflation of 1978–79 to broad-based overloading of our industrial plant. The effect would be out of all proportion to the proposed cause.

22. The author of the article above indicates all of the following EXCEPT that the

(A) unemployment rate for males aged 20 and over correlated positively in recent decades with the average unemployment rate
(B) recovery from the 1974–75 recession was reflected in an increased capacity-utilization rate
(C) average rate of unemployment has been higher since 1974 than it was in the preceding 20 years
(D) accelerating inflation of 1978–79 was due to broad-based overutilization of plant capacity

23. In the author's opinion, an overheated state of the economy is caused by

(A) unemployment rates, but not the degree of plant utilization
(B) the degree of plant utilization, but not unemployment rates
(C) neither unemployment rates nor the degree of plant utilization
(D) both the degree of plant utilization and unemployment rates

24. Assume that you are serving as an economic/commercial officer in Xanadu and its finance minister made the speech reported above. All of the following might be appropriate summaries in a cable sent by you to the State Department concerning this speech EXCEPT

(A) Minister gives facts and figures on unemployment and plant capacity utilization.
(B) Minister cites role of employment stimulation and industry incentives in development.
(C) Minister notes status of country's unemployment and plant utilization since 1948.
(D) Minister presents statistical rundown of unemployment and plant capacity use.

25. If the plant capacity-utilization rate were 100%, which of the following unemployment rates would be LEAST likely?

(A) 4.5%
(B) 5.5%
(C) 6.7%
(D) 8.5%

Objective: To measure your general awareness of United States economic history.

26. Which of the following are changes in the pattern of economic behavior in the United States that have occurred during the past 50 years?

I. A decrease in the proportion of farm workers
II. A decrease in the hours worked per week
III. A decrease in the proportion of service workers
IV. An increase in productivity per hours worked

(A) I and II only
(B) III and IV only
(C) I, II, and III only
(D) I, II, and IV only

Objective: To measure your understanding of the basic concepts of international law.

Questions 27–28 are based upon the following principle of international law. The principle may be either real or imaginary but you are to assume it to be valid. Following the principle are sets of facts, each followed by five alternatives. You are to select the most reasonable alternative that relates the application of the principle to the set of facts given.

The rules of international law are part of the supreme law of the United States. Under international law, every sovereign state is bound to respect the independence and property of every other sovereign state and of foreign nationals. If property is confiscated, then a fair market price must be paid for it. The courts of one country will not sit in judgment on the acts which the government of another country does within that government's own territory, unless those acts are incompatible with the rules of international law.

27. Snyder, a U.S. citizen, owned a coffee plantation in Zandia. During a period of civil strife in Zandia, 5,000 sacks of coffee belonging to Snyder were seized by Umberto, the leader of a group of insurrectionists who had succeeded in establishing de facto control of the Territory of Zandia. The Hilltop Coffee Company bought Snyder's coffee from Umberto even though they knew that Snyder had not been compensated for his coffee. The company shipped the coffee to the United States for storage in New Orleans. Within a few weeks, forces loyal to the Government of Zandia crushed the insurrection and executed Umberto. In a suit brought in New Orleans by Snyder against the Hilltop Coffee Company claiming ownership of the 5,000 sacks of coffee, Snyder will

(A) win because the Hilltop Coffee Company's title to the coffee was valid only in Zandia
(B) win because the confiscation and sale of the coffee by Umberto was contrary to recognized rules of international law
(C) win because the Hilltop Coffee Company had no legal right to engage in business transactions in a country involved in a civil conflict
(D) lose because the Hilltop Coffee Company obtained title from Umberto in good faith, thinking that he was the rightful owner

28. Upon assuming power in Xenophobia, the new government confiscated all property owned by foreign corporations and vested title to such property in the state. No compensation was paid or promised to the former owners of the expropriated property. The S.S. Banana Queen, a merchant vessel owned by the Tropical Fruit Company, a company incorporated under the laws of the State of California, was registered under the flag of Xenophobia. The ship was seized by Xenophobia within the territorial waters of that country as soon as the confiscation decree was issued. Some months later, on a voyage to

Vancouver, British Columbia, the S.S. Banana Queen was caught in a storm and suffered severe damage, forcing her to put into port at Seattle, Washington.

The Tropical Fruit Company immediately brought an action in the Federal District Court, asking the court to declare the Tropical Fruit Company the rightful owner of the vessel and to restore possession of the S.S. Banana Queen to that company.

The Government of Xenophobia through its diplomatic representative in Washington, D.C., refused to enter an answer to the complaint. The judgment sought by the Tropical Fruit Company will be

(A) granted because the Government of Xenophobia did not contest the company's claim
(B) granted because the confiscatory decree of the country of Xenophobia has validity only within the territory of Xenophobia and the vessel is now within U.S. territorial waters
(C) granted because the Government of Xenophobia's confiscation without compensation was contrary to international law and thus Xenophobia did not have valid title to the vessel
(D) denied because a court of the United States will not sit in judgment on an act which the government of another country does within that government's own territory

Objective: To measure your ability to understand/analyze/evaluate a report on the effect of policy developments abroad on United States foreign policy.

Questions 29-32 refer to the following press report.

There were gun salvos, mariachi bands, and a red carpet for Cuban President Fidel Castro today when he arrived in Mexico for the first time since he left as a guerrilla leader 23 years ago to launch his Socialist revolution.

It had to be both Latin and emotional as there was even a sense of the return of a prodigal son. Mexican President José Lopez Portillo, who received Castro on this wind-blown Mexican island barely 300 miles from Havana, seemed moved. He grabbed Castro with both hands.

"When you left this country," Lopez Portillo told his visitor, who wore his perennial military fatigues, "it was for a challenge, an adventure. You return, Mr. President, with certainty, with institution, with the government and with the dignity won for the people of Cuba...You are one of the personalities of this century."

Officials on both sides say there is no formal agenda for the 2-day meeting but the expected topics include such Third World themes as the defense of raw-material prices and the need for a "New International Economic Order"—favorites of both presidents.

On arrival, Castro dismissed the numerous foreign and Mexican press reports that an oil deal between Mexico and Cuba might be signed. "We are not coming to get anything material from Mexico," Castro said. In an apparent reference to President Carter's recent visit here, Castro went on, "We are not coming in search of either Mexican oil or gas, as is very fashionable these days."

At a late luncheon following 2 hours of talks, Castro said the United States must give Mexicans who go there "just, civilized" treatment because it created the problem. "Cuba . . . supports the legitimate demand of the Mexicans who emigrate—a fruit of the bitter and inevitable mutilation of the national territory and the underdevelopment imposed by the force, the arrogance, and the domination of the United States in the past," Castro said.

Diplomats on both sides have predicted there will be no spectacular outcome from the visit, which is designed rather as an opportunity to discuss such international topics as "the explosive political situation in Central America," as one Mexican official said.

29. In speaking of the "mutilation of the national territory," Castro is most probably referring to the results of which of the following?

(A) The Treaty of Guadalupe Hidalgo, 1848
(B) The Gadsden Purchase, 1853
(C) The United States occupation of Cuba in the early 1900's
(D) The Hay-Pauncefote Treaty, 1901

30. Which two of the following are most probably the main reasons for Lopez Portillo's invitation to Castro to visit Mexico?

I. To improve his stance with the political left in Mexico
II. To promote sales of Mexican oil to Cuba
III. To pressure the United States regarding treatment of illegal Mexican immigrants
IV. To promote close ties between Mexico and Cuba
V. To demonstrate the independence of his foreign policy after President Carter's visit

(A) I and II
(B) I and V
(C) II and III
(D) III and IV

31. Castro would probably object most strongly to which of the following United States foreign policies?

(A) Containment
(B) The Good Neighbor policy
(C) The Truman Doctrine
(D) The Monroe Doctrine and the Roosevelt Corollary

32. On the basis of the information available, which of the following would be the best title for a summary embassy report on this visit?

(A) Mexico Expands Ties With Cuba
(B) Castro Charges United States Exploitation of Mexico
(C) Castro Receives a Cordial Welcome in Mexico
(D) Lopez Portillo-Castro Talks Ominous for the United States

Objective: To measure your ability to understand/analyze/evaluate a report on foreign overseas reaction to particular United States foreign policy initiatives.

Questions 33–39 refer to the following excerpt from a press interview with Soviet Prime Minister Brezhnev.

Question: Since the announcement of normalization between Washington and Peking, there has been much talk in the United States of "playing the China card" and presumably some Chinese hope to play the American card. What do you think of such concepts and what is the probable future of Soviet relations with China?

Answer: There are some in the United States and in other Western countries who have found the course hostile to the Soviet Union followed by the present Chinese leadership so much to their liking that they are tempted to turn Peking into an instrument of pressure on the world of socialism. Such a policy appears to me to be adventurous and highly dangerous for the cause of universal peace.

The point is not at all the establishment of diplomatic relations. The point is that attempts are being made to encourage in every way and to stimulate with economic aid and now, gradually, also with deliveries of modern weapons, materiel, and military technology those who, while heading one of the biggest countries in the world, have openly declared their hostility to the cause of détente, disarmament, and stability in the world, those who have laid claims to the territories of

many countries and stage provocations against them, those who proclaimed that war is inevitable and mounted active preparations for war.

Is it really difficult to understand that this means playing with fire?

As for plans to use the Peking regime, which has gained strength as an instrument of NATO policy, to change its belligerent cravings in the direction that suits the West. . . . They are, pardon me, nothing more than presumptuous naiveté. It is sufficient to recall what the Munich policy brought upon the Western powers. Can it be that the lessons of history are so quickly forgotten?

As to relations between the Soviet Union and the People's Republic of China, we have neither territorial nor any other claims to that country, and we see no objective obstacle to reestablishing not merely good, but also friendly relations—provided naturally, the stand of the People's Republic of China becomes more reasonable and peaceful.

Now and again statements are heard from Peking alleging that the Sino-Soviet Treaty of Friendship, Alliance, and Mutual Assistance concluded in 1950, "has lost all significance," become a "mere sheet of paper," and so on. Apparently the Chinese leaders are provoking us to abrogate this treaty. I can say that we shall not give in to provocation, we shall never tear up of our own will a document that epitomizes friendship between the peoples of the Soviet Union and China. But should the Peking leaders take such a step, they would have to bear the entire onus of responsibility before the people of their country, before the forces of peace and progress all over the world.

33. In reporting the interview, it would be nearest the truth to describe Brezhnev as viewing Western attempts to play the "China card" with

(A) amused contempt
(B) basic indifference
(C) sober alarm
(D) moral outrage

34. Brezhnev's reference to Munich alludes to the pre-Second World War attempts of

(A) Britain and France to play the "German card" against the Soviet Union
(B) Czechoslovakia to play the "Russian card" against Germany
(C) Romania and Poland to play the "French card" against the Soviet Union
(D) Italy to play the "Austrian card" against Germany

35. In the interview, Brezhnev accuses the government(s) of which of the following of hostility toward détente?

I. People's Republic of China
II. United States
III. The NATO powers

(A) I only
(B) II only
(C) I and II only
(D) I, II, and III

36. The primary purpose of Brezhnev's comments is to do which of the following?

(A) Warn China against attempting territorial encroachments on the Soviet Union
(B) Alert the United States to the danger of establishing diplomatic relations with China
(C) Discourage the Western powers from providing arms and technology to China
(D) Warn the Soviet people of the danger from external enemies

37. Brezhnev characterizes those "Western circles" that wish to play the "China card" as consisting of which of the following?

(A) Naïve idealists who are bound to be ineffectual
(B) Would-be exploiters who will end up by being exploited
(C) Presumptuous moralists who are ignorant of Socialist reality
(D) Aggressive militarists who seek a first-strike capability

38. Objectively, relations between the Soviet Union and the People's Republic of China since 1949 can best be characterized as which of the following?

(A) Basically hostile, although punctuated by occasional brief thaws
(B) Consistently hostile with occasional threats of war
(C) Deteriorating from initial friendship into strong animosity
(D) Alternating between the extremes of hot and cold

39. If Brezhnev's comments were included in a report to the Department of State, the most meaningful heading to attach to them would be

(A) Brezhnev attacks the Chinese leadership
(B) Brezhnev defends Soviet policy toward China
(C) Brezhnev calls the Chinese instruments of NATO
(D) Brezhnev warns the West against aiding China

Objective: To measure your ability to understand/analyze/evaluate data relating to the linkage of a particular political system to its foreign policy aims.

Questions 40–46 refer to the following information about hypothetical State X.

State X, with a population of around 10 million people, is largely desert and mountain. Eighty percent of its population consists of subsistence-level farmers or seminomadic herders. The economy is largely nonmonetized. The country's export earnings primarily stem from capital-intensive extractive industries, with some exports of traditional handicrafts and agricultural products. Imports consist of petroleum products and luxury goods. No formal banking system exists and financing is arranged through traditional moneylending families with branches in neighboring countries. The country is internationally known for its celebration of martial prowess, xenophobia, religiousness, and extreme poverty.

The capital city has a population of half a million and contains the country's only university. All media are government controlled and consist of three newspapers and one radio station that transmits government speeches, religious music, and noncontroversial items from international wire services. The readership of the English and vernacular press is limited to the small educated elite that lives almost exclusively in the capital and is to be found in the government ministries and at the university.

The population of the country is comprised of five ethnic/linguistic/tribal groups. In the provinces people tend to live in extended family groups. Although each tribal group tends to have a traditional provincial homeland, some members of all groups live in most provinces. The loyalties of individuals tend to be toward the family, the tribe, and co-religionists in that order of priority. All ethnic groups of the country share the same religion. This religion has played a central role in forming and maintaining the traditional social fabric. Patterns of social stratification and property distribution are generally semifeudal but vary by ethnic group. Tendencies toward inflexible tribal hierarchies are tempered by a universally shared warrior code stressing individual prowess and honor, and by a belief in the equality of all men that is reinforced by the religion. Disputes between ethnic groups tend to be settled through negotiation

between tribal elders after ritual or real violence between members of the groups. Although they ordinarily peacefully coexist, no group has much use for the others.

The monarchical central government has been dominated for centuries by the major lineages of Group I who have secured their rule through the selective use of violence and the exploitation of rivalries among the other ethnic groups.

Members of Group I constitute a large majority of the senior military ranks, the civil service, and the educated elite. Conscripts for the military are drawn from all ethnic groups. Because the military tends to reflect regional and ethnic biases, it is not noted for its discipline or reliability under fire. Although it could not resist a foreign invasion, it has been an important tool in suppressing periodic tribal rebellions in one or two provinces. However, twice in this century the central government has fallen after widespread rebellion in the provinces. These revolts were not intended to replace the central government but to reassert local autonomy at times when the provincial elites perceived a weakness at the center.

The general attitude of the populace toward the central government is negative and passive. It is seen less as a provider of services than an extorter of wealth. However, all ethnic groups consider it important to place members in the military and in the civil service to protect their interests and act as a source of information on what is happening in the capital. Such kinship networks are more important to the functioning of the government than the formal government structure in the provinces. The writ of the central government in the provinces is limited—a common occurrence is for laws that are passed to be implemented only in the capital, if at all.

40. Which of the following events is most likely to affect the stability of the central government?

(A) A deterioration in State X's terms of trade
(B) The closure of its border by the neighboring country through which all State X's imports transit
(C) The closure of its border by the neighboring country through which all State X's exports transit
(D) Drought in a number of State X's provinces

41. Assume that the king dies a natural death and that a 3-month interregnum follows in which the elders of Group I chose a successor. During this period which of the following is most likely to occur?

(A) Internecine violence in Group I's home province
(B) An increase in the importance of the civil service
(C) Demands for representational government
(D) An increase in the local power of provincial elites

42. A foreign observer who spends most of his time in the capital city and deals primarily with civil servants, military officers, local traders, and diplomats might do which of the following?

I. Overrate the stability of the central government.
II. Underrate the importance of religion.
III. Overrate the importance of the civil service.
IV. Underrate the importance of ethnic conflict.

(A) I only
(B) II only
(C) III and IV only
(D) I, II, III, and IV

43. The views of which of the following are LEAST likely to affect State X's foreign policy?

(A) The general public
(B) The civil service
(C) The clergy
(D) The military

44. Which of the following is most likely to signal serious political trouble for the government of State X?

(A) Increased factionalism among senior military ranks
(B) A slowdown by civil servants
(C) Violence in the provinces between two groups other than Group I
(D) Discontent of military conscripts over pay and benefits

45. If a clique of military officers in State X stages a relatively bloodless coup, which of the following positions or actions would be most likely to spark resistance throughout the country?

(A) The enthronement of a king from a group other than Group I
(B) The announced intention to establish a secular republic
(C) The announced intention to implement land reform
(D) The announced intention to purge members of Group I from the military

46. Unofficially, State X's foreign minister would most probably attach the LEAST importance to which of the following?

(A) International copyright enforcement
(B) Human rights issues
(C) Disarmament
(D) Anticolonialism

Objective: To measure your awareness of the contributions of major United States artists, composers, and writers.

47. George Gershwin's greatest influence on American music lies in his effort to

(A) use the English language in operatic works
(B) incorporate jazz into serious musical works
(C) develop a native American folk music
(D) develop a new kind of vocal music that he named "the blues"

48. Two modern Pulitzer Prize-winning poets who took themes from Puritan New England are

(A) Robert Penn Warren and Archibald MacLeish
(B) Theodore Roethke and Anne Sexton
(C) Jack Kerouac and Allen Ginsberg
(D) Robert Lowell and John Berryman

Objective: To measure your awareness of the role of ethnic minorities in the development of political attitudes in the United States.

49. W. E. Du Bois led the early 20th-century reaction against the doctrines of Booker T. Washington on the grounds that blacks should

(A) repatriate themselves to Africa
(B) demand their full constitutional rights
(C) seek to win a place in American society through vocational training
(D) remain in rural areas rather than be encouraged to migrate to cities

Objective: To measure your awareness of the origins and nature of the United States party system.

50. Which of the following were advantages of the boss system in 19th century United States cities?

(A) It assisted the flow of new immigrants from city to country.
(B) It encouraged suburban development.
(C) It acted as an unofficial urban welfare system.
(D) It restricted the effects of ethnic block voting.

ENGLISH EXPRESSION QUESTIONS

Directions: The following sentences contain problems in grammar, usage, diction (choice of words), and idiom.

Some sentences are correct.
No sentence contains more than one error.

You will find that the error, if there is one, is underlined and lettered. Assume that all other elements of the sentence are correct and cannot be changed. In choosing answers, follow the requirements of standard written English.

If there is an error, select the one underlined part that must be changed in order to make the sentence correct, and blacken the corresponding space on the answer sheet.

If there is no error, mark answer space E.

EXAMPLES:

I. He spoke bluntly (A) and angrily (B) to we (C) spectators (D). No error (E)

II. She works (A) every day (B) so that she (C) would become financially (D) independent in her old age. No error (E)

SAMPLE ANSWERS I. (A)(B)●(D)(E)
II. ●(B)(C)(D)(E)

1. Many a critic has argued (A) that contemporary philosophers are inclined at placing (B) too much stress upon language itself (C). No error (D) (E)

2. Paul Klee awaited (A) many long years to receive (B) the recognition due him (C) as (D) a painter. No error (E)

3. Acting in skits or plays have frequently proved (A) of great benefit to mentally ill patients, perhaps because (B) such activity (C) allows them to act out their own (D) inner conflicts. No error (E)

4. Although (A) Newfoundlands are large, and in appearance even awesome, it would be difficult (B) to find dogs with gentler (C) dispositions than them (D). No error (E)

5. Scarcely no addition to (A) this magazine has created (B) as enthusiastic a response (C) from readers as the inclusion of a table of contents in the current issue. No error (E)

6. Critics praised the early (A) Hemingway novels much higher (B) than those he wrote (C) during (D) the 1940's and 1950's. No error (E)

7. According to (A) the theory, some types of human behavior once considered (B) the result of great psychological disturbance is in reality (C) caused by a chemical imbalance within (D) the body. No error (E)

8. The author's novels may seem (A) somewhat (B) old and musty, but their (C) form survives in (D) modern popular novels. No error (E)

9. The 15th-century Renaissance was indeed brilliant (A), but its very (B) brilliance almost obscures (C) the equally important (D) 12th-century Renaissance. No error (E)

10. The young lawyers devote their spare time to providing (A) legal services to the poor, representing their (B) clients in both civil (C) and criminal cases without charge (D). No error (E)

11. The candidate directed her appeal (A) to the young once realizing that (B) she could not win (C) without their votes (D). No error (E)

12. Fish have long served (A) as one of people's important food sources, especially in (B) areas where (C) fishing is practical, for it is (D) rich in vitamin D as well as protein. No error (E)

13. Justice Green dissented angrily (A); it was he who had (B) in January written the opinion dissolving (C) Central Utilities, and (D) he wanted that dissolution without delay. No error (E)

14. No other (A) program intended to (B) train the jobless for new occupations has generated (C) half the public interest as (D) this program has. No error (E)

Directions: In each of the following sentences, some part of the sentence or the entire sentence is underlined. Beneath each sentence you will find five ways of phrasing the underlined part. The first of these repeats the original; the other four are different. If you think the original is better than any of the alternatives, choose answer A; otherwise choose one of the others. Select the best version and blacken the corresponding space on your answer sheet.

This is a test of correctness and effectiveness of expression. In choosing answers, follow the requirements of standard written English; that is, pay attention to grammar, choice of words, sentence construction, and punctuation. Choose the answer that produces the most effective sentence—clear and exact, without awkwardness or ambiguity. Do not make a choice that changes the meaning of the original sentence.

15. Many physicists accept the theory that there are black holes in space and it results from a tremendous compression of the material from a burned-out star, which is drawn in upon itself by its own gravity.

(A) and it results from
(B) resulting from
(C) which are caused from
(D) which come due to
(E) and the cause of them is

16. Finally, public and legal pressures forced the auto manufacturers to abandon racing, and they would thus then develop more rapidly pollution controls and safety devices.

(A) racing, and they would thus then develop more rapidly
(B) racing and exchange it for more rapid development of
(C) racing, and thus they would favor the more rapid development of
(D) racing to be developing more rapidly
(E) racing in favor of more rapid development of

17. Almost all folk singers have several ballads from the Child collection in their repertoires, whether they know it or not.

(A) whether they know it or not
(B) whether or not they know anything about it
(C) whether knowing it or not
(D) whether with their knowledge or without
(E) whether knowingly or unknowingly

18. Because extremely low-frequency radio waves can penetrate deep water, much research has, as a result, been devoted to their potential use in underwater communications.

(A) much research has, as a result, been devoted to their potential use in underwater communications
(B) much research on their potential use in underwater communications has resulted
(C) it has resulted in the devotion of much research to their potential use in underwater communications
(D) devotion of much research to using them in underwater communications has taken place
(E) much research has been devoted to their potential use in underwater communications

19. Historians can be divided between those who believe that great events produce great people and the opposite belief that great people force great events.

(A) the opposite belief that
(B) the believers that
(C) those who believe that
(D) those with the opposite belief that
(E) those believing that

20. The superstition had some basis in fact that chimney sweeps brought good luck because their work did reduce the chance of fires.

(A) had some basis in fact that chimney sweeps brought good luck
(B) that chimney sweeps bring good luck had some basis in fact
(C) that chimney sweeps brought good luck had somewhat a basis in fact
(D) in which chimney sweeps bring good luck had some basis in fact
(E) about chimney sweeps bringing good luck had some basis in the facts

21. They have been sent to help people of developing countries, and much useful work has been done by members of the Peace Corps.

(A) They have been sent to help people of developing countries, and much useful work has been done by members of the Peace Corps.
(B) Members of the Peace Corps have been sent to help people of developing countries and much useful work has been done.
(C) They have been sent to help people of developing countries, and members of the Peace Corps have done much useful work.
(D) Sent to help people of developing countries, members of the Peace Corps have done much useful work.
(E) Having been sent to help people of developing countries, much useful work has been done by members of the Peace Corps.

22. Squids swim by ejecting a stream of water, the force of it being used to move them backward.

(A) water, the force of it being used to move them backward.
(B) water to force themselves backward.
(C) water, a force that moves them backward.
(D) water and force themselves backward.
(E) water, thereby using it to force themselves backward.

Directions: In each of the following questions you are given a complete sentence to be rephrased according to the directions which follow it. You should rephrase the sentence mentally to save time, although you may make notes in your test book if you wish.

Below each sentence and its directions are listed words or phrases that may occur in your revised sentence. When you have thought out a good sentence, look in the choices A through E for the word or entire phrase that is included in your revised sentence, and blacken the corresponding space on the answer sheet. The word or phrase you choose should be the most accurate and most nearly complete of all the choices given, and should be part of a sentence that meets the requirements of standard written English.

Of course, a number of different sentences can be obtained if the sentence is revised according to directions, and not all of these possibilities can be included in only five choices. If you should find that you have thought of a sentence that contains none of the words or phrases listed in the choices, you should attempt to rephrase the sentence again so that it includes a word or phrase that is listed.

Although the directions may at times require you to change the relationship between parts of the sentence or to make slight changes

in meaning in other ways, make only those changes that the directions require: that is, keep the meaning the same, or as nearly the same as the directions permit. If you think that more than one good sentence can be made according to the directions, select the sentence that is most exact, effective, and natural in phrasing and construction.

EXAMPLES:

I. **Sentence:** Coming to the city as a young man, he found a job as a newspaper reporter.

Directions: Substitute He came for Coming.

(A) and so he found
(B) and found
(C) and there he had found
(D) and then finding
(E) and had found

Your rephrased sentence will probably read: "He came to the city as a young man and found a job as a newspaper reporter." This sentence contains the correct answer: (B) and found. A sentence which used one of the alternate phrases would change the meaning or intention of the original sentence, would be a poorly written sentence, or would be less effective than another possible revision.

II. **Sentence:** Owing to her political skill, Ms. French had many supporters.

Directions: Begin with Many people supported.

(A) so
(B) while
(C) although
(D) because
(E) and

Your rephrased sentence will probably read: "Many people supported Ms. French because she was politically skillful." This new sentence contains only choice (D), which is the correct answer. None of the other choices will fit into an effective, correct sentence that retains the original meaning.

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23. Root feeding is necessary for the survival of many old trees.

Begin with Many old trees need.

(A) for their surviving
(B) so they survive
(C) to survive
(D) in surviving
(E) as a survival measure

24. The ambassador became ill after eating at the restaurant, but she did not sue the management.

Omit but she.

Your rewritten sentence will begin with which of the following?

(A) Since the
(B) Although she
(C) When becoming
(D) Even if becoming
(E) After eating

25. Only wealthy people can afford the luxury of hiring architects to design their homes.

Begin with Hiring an architect.

(A) and only
(B) therefore only
(C) luxury that only
(D) luxury; only
(E) something that only

26. The term "institutional racism" was coined by Stokely Carmichael and Charles V. Hamilton in their book, *Black Power*.

Begin with In their book.

(A) has been coined
(B) they coined
(C) coined
(D) is coined
(E) was coined

27. Unless we have both wage and price controls, inflation cannot be stopped.

Begin with To stop inflation.

(A) is a necessity
(B) there are needed
(C) there has to be
(D) must be had
(E) must have

28. Extremely low wages are paid to migrant workers, and they must live and work under substandard conditions. Cesar Chavez sees the development of strong unions as the way to improve their lot.

Write as one sentence, beginning with Cesar Chavez has developed.

(A) to improve the conditions
(B) along with the conditions
(C) thereby improving the conditions
(D) with improved conditions
(E) wages; in addition, the conditions

29. The disturbance to the ecology of the area that the wastes from the new mill could create was mentioned in the article; however, greater emphasis was placed on the contributions that the mill could make to the economic development of the area.

Begin with The article placed less.

(A) rather than on the contributions
(B) than on the disturbance
(C) instead of the disturbance
(D) than on the contributions
(E) as on the contributions

30. The often expressed wish of the negotiators was that, if the cultural exchange program were initiated, that event would begin an era of increasingly cordial relations between the two countries.

Delete if.

(A) program's initiation
(B) program being initiated
(C) the initiation of
(D) to be initiated
(E) by the initiation of

(Key to answers on page 32)

SAMPLE TEST QUESTIONS—KEY

GENERAL BACKGROUND ANSWER KEY

1. B	11. C	21. B	31. D	41. D
2. D	12. B	22. D	32. C	42. D
3. A	13. A	23. C	33. C	43. A
4. D	14. C	24. B	34. A	44. A
5. B	15. B	25. D	35. A	45. B
6. B	16. D	26. D	36. C	46. A
7. D	17. B	27. B	37. B	47. B
8. D	18. D	28. C	38. C	48. D
9. C	19. D	29. A	39. D	49. B
10. C	20. A	30. B	40. D	50. C

ENGLISH EXPRESSION ANSWER KEY

1. B	11. B	21. D
2. A	12. D	22. B
3. A	13. E	23. C
4. D	14. D	24. B
5. A	15. B	25. C
6. B	16. E	26. C
7. C	17. A	27. E
8. E	18. E	28. A
9. E	19. C	29. D
10. E	20. B	30. C

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